

Dietitian/Nutritionists PAC Meeting
Wednesday, August 17, 2005
1400 to 1600 HRS, EST

Minutes

Call To Order: *CDR Jean Makie*

Introductions:

SG Conference Room Participants

CDR Jean Makie, Chair
LCDR Alexandra Cossi
LCDR Pam Vodicka
LT Heather Dimeris
CAPT Shirley Blakely

Phone Participants (continued):

CDR Kristen Warwar (member)
CAPT Janice Huy, CPO-elect
LCDR Suzan Dunaway
LCDR Jean Kelahan
LCDR Samantha Maloney (member)
LCDR Janis Armendariz (member)
CDR Kristen Moe (member)
LCDR Susan Warren
CDR Julie Haws
CDR Ann Staten
CDR Vangie Tate (member)
LT Carma Pauli
LT Sandra Magera
LT Christopher Dunbar (member)
CAPT Joyanne Murphy
CAPT Laura McNally
CAPT Shirley Turpin
CDR Ann Staten
LT Kathleen Manning
CDR Connie Torrence-Thomas
CAPT Tammy Brown
LT Greg Mahrt
LCDR Elaine Little
LCDR Susan Jordan
CDR Suzan Murphy
CAPT Miranda Yang-Oshida
CDR Madeline Michael (member)
CDR Nancy Sebring

LCDR Jackie Thomas (OCCO Liaison)
LCDR Graydon Yatabe

CPO Report: *CAPT Jan Huy*

- Surgeon General Carmona
 - ✓ The third in a series of "Healthy Dozen Tips," *U.S. Surgeon General Gives Tips to Fathers and Fathers-To-Be: Father's Day Tips for a Healthy Childhood*, was released in June as part of "The Year of the Healthy Child" agenda (available at www.surgeongeneral.gov).
 - ✓ 2005 Call To Action, *The Surgeon General's Call to Action to Improve the Health and Wellness of Persons with Disabilities*, can also be found on his website.
- The Corps has reached an agreement with the Veteran's Administration to allow dietitians seeking clinical time to do so in VA facilities. And, yet, procedures to document this service for the officers file will be applicable to any federal agency the dietitian acquires an agreement to provide service.
- Jerry Farrell, COA Exec Director, is seeking volunteers for the category day at the 2006 COA Annual Meeting. Request to be sent out via listserv. It is strongly recommended that two take on this responsibility. Reminder to all that pas co-chairs for category day will be available as a resource.
- Concern that Readiness numbers are drifting down. Loss in Basic Readiness status appears to be due mostly to immunizations, especially as a result of the new due date for completing the Hepatitis requirements. Sixty-three percent (63%) of the dietitians are Basic Ready will 31% have not met Basic status. Reminder to all that this is each officer's responsibility.

Old Business:

***D/N- PAC Roster (CDR Makie):**

- To be posted soon (as soon as CAPT Turpin's computer is ready)
- LT Pauli will be calling for updates in September...to have updated information for posting in October.

***Dietitian/USPHS Coin (CDR Makie):**

- Category-based coins is an ongoing discussion with many categories
- Pricing information includes two companies:
 - Local: 6\$/each with 50 count (\$600/100 ct.); HSO sales for \$10 for \$4 profit.
 - Springfield, MO: \$200 start-up fee + \$2.10/each for 100 (\$410/1st 100 ct).
- Any profit for D/N PAC would go into education fund.
- Call for proposals for design...suggested that the design reflects USPHS RDs (rather than use the symbol of another, i.e. USDA's Food Pyramid).

New Business:

***Dietitian Bench Marks (*CAPT Huy*)**

- Tasked to look at for update – completed earlier this week. No changes made in Bench Marks, rather clarification added.
- Any comments regarding Bench Marks as written can be sent to CDR Makie or CAPT Huy.

***Charter (*CDR Makie*)**

- Model Charter proposed by the CPO Board: Completion expected next week...adaptation to template seems geared for larger categories and therefore not applicable to ours.
- Consideration being made to add additional term to allow senior RDs to return; did add OFRD basic readiness as a requirement.
- CDR Makie and CAPT Joyanne Murphy to review staggering schedule of members coming on and departing PAC...to present at next meeting.

***Surgeon General's Column in ADA Journal: call for volunteers (*CAPT Huy*)**

- USPHS dietitians are requested to contribute articles; CAPT Huy to obtain logistics and share...articles to be offered for review and approval.
- Suggest those interested read the SG's column or recent Call To Action for disabilities (<http://www.surgeongeneral.gov/library/disabilities/calltoaction/calltoaction.pdf>) for characteristics of his writing style.

***Dietitians Brochure: working group -- call for volunteers (*CDR Makie*)**

- Plan to update for recruitment purposes.
- A call from CAPT Huy to senior dietitians found a couple volunteers.
- Will be asking feedback, particularly for agency descriptions.
- Goal is first draft to be completed by end of September with final product completed by end of December.

***Call for USPHS point of contact (POC) volunteer: Plans for the 2006 DoD National Nutrition Month (NNM) resource packet. The theme will be Step up to Nutrition and Health. This year the packet will be planned and developed by representatives from the Air Force, Army, Marines, Navy and Public Health Service. (*CAPT Huy*)**

- Asking for a lead; will send out a request for volunteers through the Listserv; is a great opportunity to meet RDs in the other services. LT Amy Beutler helped in developing the packet this past year (<http://chppm-www.apgea.army.mil/nnm/>).
- DoD pays for production of the packet.

***Award Nominations (*CDR Makie*)**

- Nominations due August 31

***PAC Membership (*CDR Makie*)**

- Call for self-nominations; Charter allows 20 members...currently with 16.
- To post self-nomination packet through listserv. Review by PAC members due October 1; to then send on to SG by December for new members to come aboard April 1.

***PAC Chair-Elect, 2006 (*CDR Makie*)**

- Call for self-nominations; position of Chair-Elect will allow a transition period.
- Requirements include: Supervisor's approval, Agency informed, & all nominees MUST meet Basic Readiness at time of nomination and throughout term.
- Due date same as PAC membership self-nomination.

*** FDA Booth at FNCE meeting (*CAPT Blakely*)**

- Call for volunteers; topic is Methyl Mercury...thus with a FDA & EPA focus.
- Volunteers will get FNCE registration paid.
- Can bring recruitment material for USPHS, including the RD brochures.

Subcommittee Reports:

CCRF: LT Chris Dunbar

- As of August 10, 67% remain Basic Ready; those not are primarily a result of Hepatitis immunizations.
- Since May all Readiness requirements need to be fulfilled.
- Reminder that Readiness benchmark can be waived with medical waiver; the waiver should be submitted to the Medical Branch.
- LT Dunbar remains available to offer guidance.
- Reminder: Update CDR date in Website and fax copy of current CDR card to OCCO.

Recruitment: LCDR Graydon Yatabe

- CAPT Hayes announces CDR Graydon Yatabe has agreed to take over the leadership responsibilities of the D/N PAC ARP Subcommittee as she assumes responsibilities as COA representative. Thank you, LCDR Yatabe.
- ARP program has been dormant since late last year from administrative inertia caused by overwhelmed HQ staff. This has meant that:

1. Recruitment materials are difficult to get and the HQ stockpile is dwindling in anticipation of developing new materials and lack of oversight.
 2. Pending associate recruiter applications are being processed very slowly at the HQ level. A meeting is scheduled for this Thursday, August 18th to discuss applications, policy and IT efforts, as well as to get category input and to voice category concerns. I have polled current ARP members for their experiences and concerns, which I'll report to the D/N PAC and in part to the ARP Lead meeting.
 3. Asking those with pending applications to email/call so he can inquire about them.
- Report from OCCO: no new applicants at this time.

Mentoring: LCDR Susan Warren

- To date 10 Mentor/Mentee matches have been made with follow-up phone calls to assess satisfaction of Mentee, with the following results:
80% are happy with match
20% have had little or no contact.
- Since June, 3 new officers have been contacted and matched with a mentor. Email notification is pending.
- Questions to new officers: Welcome, Call to duty date & duty station location, need for mentor, uniform issues, BOTC, CCRF, and recommendation to review the D/N Website.
- Evaluation has been developed to send out to Mentors & Mentees.
- Official letters for OPF: Capt Blakely is sending draft to Capt Huy to be put on Official CPO Letterhead and will be distributed.
- Welcome email sent by Capt Blakely will be continued.
- Official letters will be drafted for mentoring matches established before 11/04 or not coordinated through Mentor Sub-Committee.
- Review of Conference Call:
 - a) Mentoring Training or Mentoring Training Package available? CDR Keats contacted about this. Eval of Mentors?
 - b) Assessment/Questionnaire of past Mentoring Program Activities/History.
 - c) Mentor Selection (revision) and need to recruit more mentors via PAC Call, email, and e-bulletin.
- Long Term Objectives:
 1. On Call Mentor (from sub-committee membership)
 2. Mentor Team Advisor (to tap for problems/questions)
 3. Development of Mentor Manual/ Guide with mission, purpose, selection process, resources, etc. for review and approval of PAC.

Website: CAPT Shirley Turpin

- Trouble with new computer installation has limited recent updates to Website; problem expected to be corrected soon.
- Requesting comments for updates to all Subcommittees...even if no change is needed.
- Look for links to Bulletin Wellness articles...to be added soon.

- CDR Peggy Barrow will assume Website Subcommittee Chair.

Professional Development: CDR Kristen Moe

- Working on the proposal for quarterly topic/journal forums & a "learning through networking" opportunity for the dietitians (to be made available online/on the web page).
- Expect to see periodic PSAs announcing ongoing and new Professional Development activities.

Wellness: CAPT Shirley Blakely

During last (first) conf call:

- CAPT Shirley Blakely gave an overview of what has been done in this area in the PHS dating back to when VADM David Satcher was the SG.
- CAPT Blakely gave a brief overview of DoD initiatives that are relevant to WHL activities. He initiated the WHL activities which fell into a hiatus during Transformation. However, new requirements under Transformation suggest this is more important than ever. Therefore, the D/N-PAC will pick it up and take the lead in getting it back on track.
- Mapping out activities for this subcommittee [Due-outs]:
 - a) LT Susan Jordan will compile the list of websites and monthly health themes
 - b) CDR April Shaw will look into getting the activities of the subcommittee, including the Fit for Duty, Fit for Life articles, linked to the COA website.
 - c) CDR Jean Makie will give us a list of upcoming "Fit for Duty, Fit for Life" articles for the CC Bulletin.
 - d) CAPT Janice Huy will present this list of upcoming articles to the CPO Board and ask for their concurrence and suggestions for additional ones.
 - e) Everyone on the WHL Subcommittee will be on the lookout for likely topics/themes for upcoming articles.
- Next meeting [Conference Call]: September 13, 2005.

Agency Reports:

IHS – Report to Congress on IHS website to share outcome of phone interviews focusing on use of breastfeeding for diabetes prevention.

HRSA – CAPT Laura McNally continues to work on gathering together a HRSA RD workgroup; current plan is to submit formal request to administration to include a list of contributions this workgroup can make to the Agency.

FDA – New food safety program, "Food Safety for Moms-to-Be", ready for distribution and outreach...includes video, CD, and manual providing information about preventing foodborne illnesses.

MEETING ADJOURNED

NEXT MEETING: October 19, 1400 to 1600 HRS, EST

Please forward new email addresses to CAPT Jan Huy (HHS-jmh4@CDC.GOV) to receive current listserv announcements.